

DEPARTMENT OF THE ARMY  
64th REPLACEMENT COMPANY  
PSC 5, BOX 700  
APO AE 09050

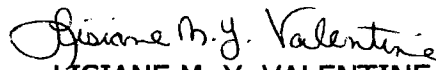
AEUPE-TRC (310-2d)

24 June 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #1 – Establishment and Purpose of Command Policy Letters

1. Numbered Command Policy Letters will be published on a periodic basis to disseminate new policies or revise my current policies.
2. These policies apply to all members of the command, military and civilian, unless otherwise stated.
3. Command Policy Letters will be posted on each permanent bulletin board in the company. Each soldier and employee of the company will read and understand the policies of this command.
4. These letters are permanent in nature until superseded or rescinded.

  
LISIANE M. Y. VALENTINE  
MAJ, AG  
Commanding



## DEPARTMENT OF THE ARMY

64th Replacement Company

APO AE 09050

REPLY TO  
ATTENTION OF

AEUPE-TRC (310-2d)

24 June 2002

### MEMORANDUM FOR All Assigned or Attached Personnel

**SUBJECT:** Command Policy Letter #2 – Equal Opportunity (EO) and Prevention of Sexual Harassment

1. As the 64th Replacement Company Human Relations and Equal Opportunity Officer, I will not delegate the responsibilities of this position. However, every member of this command plays an important role in ensuring equal treatment for every soldier and employee.
2. My Human Relations and Equal Opportunity policy for all of the Command, both military and civilian, is as follows:
  - a. Our primary leadership goal is that every person, regardless of race, religion, color, gender or national origin, will be successful.
  - b. We must recognize individual differences in dealing with one another; we are not all the same.
  - c. Race, religion, color, gender or national origin of an individual will not be a determining factor in any action taken for or against any person.
  - d. Individuals will be judged solely on their own merit (i.e., conduct, duty performance) without regard to race, religion, color, gender or national origin.
3. All personnel should be able to enjoy a work atmosphere free from all forms of discrimination, including sexual harassment. This form of misconduct infringes on an individual's rights to a comfortable work environment and undermines the integrity of professional relationships.
4. Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

AEUPE-TRC(310-2d)

SUBJECT: Command Policy Letter #2 – Equal Opportunity (EO) and the Prevention of Sexual Harassment

a. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay or career.

b. Submission to or rejection of such conduct by a person is used as basis for career or employment decisions affecting that person.

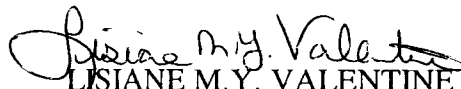
c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

5. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay or job of a soldier or civilian employee in engaging in sexual harassment. Similarly, any soldier or civilian employee who makes deliberate or repeated unwelcomed verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

6. When discrimination or sexual harassment is detected, swift and timely action will be taken to resolve the problem. All leaders will monitor the behavior of subordinates and display positive leadership and support the prevention of discrimination and sexual harassment.

7. Soldier and civilian workers who feel they have been the victim of discrimination or sexual harassment have the responsibility to attempt to resolve a complaint by first informing the alleged offender that the behavior must stop. When the individual is unsuccessful in stopping the offensive behavior or if the offensive behavior is so severe that individual resolution is not plausible, advise the chain of command of the specifics. Provide the command an opportunity to take appropriate action to resolve/rectify the issue. Should this course of action be impossible then the complainant may seek assistance from the equal opportunity officer, the inspector general, the SJA, the chaplain, the provost marshal, CID, the housing referral office, or medical agencies.

8. Violation of this policy is punishable by disciplinary action UP Article 92, UCMJ.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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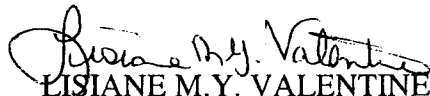
AEUPE-TRC (310-2d)

16 September 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #3 -- Equal Opportunity Program

1. The Federal Government and the Department of the Army policy is to guarantee equal employment opportunity to all U.S citizen civilian/military employees regardless of race, color, religion, gender, age or national origin. This guarantee pertains to initial recruitment and selections, training and merit promotions, and benefits connected with civilian employment in the Federal Service.
2. I wholeheartedly endorse this program and assure each and every one of you assigned to the 64th Replacement Company are aware of my personnel support of the EEO Program. In keeping with the basic rights specified in our Constitution and statutes, we all must do our part to ensure that every individual is afforded equal opportunity in carrying out the spirit and intent of these principles of equality.
3. SFC Sostre is my EO Representative and will assist individuals who feel that they have been treated in a manner contrary to the principles of Equal Opportunity Program and provide an EO complaint procedure list or direct you to appropriate agencies.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



**DEPARTMENT OF THE ARMY**  
**64th Replacement Company**  
**APO AE 09050**

REPLY TO  
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AEUPE-TRC (310-2d)

24 June 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #4 – Notification to the Commander

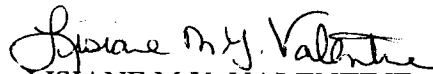
1. Incidents that adversely impact on the quality of life, readiness, and image or reputation of the U.S military forces are of concern to me. I expect to be notified in a timely manner and kept updated, as appropriate, of all incidents of this nature.
2. Advise me immediately of any incident or accident that meets the criteria for required reports to higher headquarters.
3. The following occurrences involving soldiers, civilians, family members, assigned or attached personnel will be brought to my immediate attention by the SDNCO.
  - a. Death of a soldier, civilian or significant family member.
  - b. Serious injury of soldier or family member.
  - c. Any auto accident involving a permanent party, attached or replacement soldier in which DWI or alcohol/drugs use is indicated.
  - d. Emergency leave.
  - e. Live fire accident/incident, to include potential terrorist bomb threats.
  - f. Apparent or actual loss of a weapon or night vision device, or loss or compromise of mail.
  - g. Misconduct, alleged or real on the part of an officer or noncommissioned officer.
  - h. Crimes, alleged or real, involving soldiers, civilians, or family members involving:
    - (1) Murder
    - (2) Rape
    - (3) Armed robbery
    - (4) Violence, especially domestic violence (i.e., any act of child or spouse abuse)

SUBJECT: Command Policy Letter #4 – Notification to the Commander

(5) Drug use/distribution

(6) Distruction of Government property

- l. Initiation of unannounced inspections conducted by higher headquarters.
  - j. Inspection results from inspections conducted by higher headquarters.
  - k. Results of General Courts Martial where confinement is judged.
  - l. Adverse message traffic from higher headquarters concerning any element of this company.
  - m. Matters concerning adverse public demonstration against U.S forces, on or in the vicinity of any U.S installations.
4. A copy of this list will be kept on each section leader's desk throughout the company and the Staff Duty Desk.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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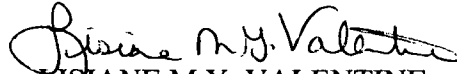
AEUPE-TRC (310-2d)

24 June 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #5 – Open Door Policy

1. I am available to discuss problems, complaints, or suggestions at any time.
2. I encourage free and continuous communication. Each soldier should know the proper established chain of command for seeking assistance. I expect you to initially bring problems and/or complaints to the attention of your immediate leader/supervisor, and then the First Sergeant, who will act expeditiously to resolve them.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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**64th Replacement Company**  
**APO AE 09050**

AEUPE-TRC (310-2d)

24 June 2002

**MEMORANDUM FOR All Assigned or Attached Personnel**

**SUBJECT: Command Policy Letter #6 – Alcohol and Drugs Abuse**

1. There is no place in the 64th Replacement Company for the abuse of drug and alcohol. Their use, abuse, or misuse will not be tolerated as it detracts from unit readiness, morale, esprit de corps, and the health and welfare of individuals.

2. Alcohol abuse policies.

a. Assigned and attached personnel, military and civilian, will not come to work while under the influence of or consume any form of alcoholic beverages during duty hours, to include during meal period.

b. No leader/supervisor will permit subordinates to be pressured or influenced into drinking alcoholic beverages.

c. Activities such as a beer bust or offering alcohol as prizes will not be tolerated.

d. Alcoholic beverages are prohibited at all company training locations/events.

e. Single soldier quality of life does not allow commanders to place restrictions on storing and consuming alcoholic beverages in single soldiers' quarters. However, this not exempt commanders from holding soldiers responsible for their actions if they choose to abuse alcohol.

3. Drug use policies:

a. Drug use is incompatible with military service and will not be tolerated in the company.

b. Possession and/or use of unauthorized drugs is punishable under UCMJ and will be dealt with accordingly.

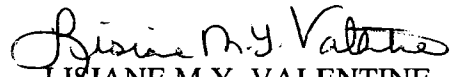
4. Leaders/supervisors will remain alert to unexplained changes in behavior and/or job performance and intervene if circumstances indicate an alcohol abuse or a drug problem.



AEUPE-TRC (310-2d)

SUBJECT: Command Policy Letter #6 – Alcohol and Drug abuse

5. All DA, DOD, and NAF civilian employees and their families are authorized alcohol abuse and drug counseling services.
6. Violation of this policy is punishable by disciplinary action IAW Article 92, UCMJ.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



**DEPARTMENT OF THE ARMY**  
**64th Replacement Company**  
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REPLY TO  
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AEUPE-TRC (310-2d)

26 June 2002

**MEMORANDUM FOR All Assigned or Attached Personnel**

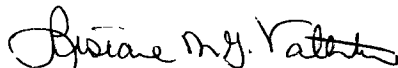
**SUBJECT: Command Policy Letter #8 – Safety**

1. This policy will outline safety philosophy. I want all leaders in the 64th Replacement Company to understand their responsibility to provide a safe working and living environment for our soldiers, civilians, and family members. Safety does not just happen, it is the result of involvement by individual commanders, leaders, and soldiers.
2. I am the Company Safety Officer. My goals are:
  - a. No death or serious injury to company personnel or their families.
  - b. To eliminate driving under the influence of alcohol or drugs. Leaders must actively promote the designated driver program.
3. Section Leaders, you are the safety officers for this unit. I insist on your active involvement in the safety program. An assistant safety NCO will be appointed in writing. Safety NCOs are required to:
  - a. Conduct solid monthly safety committee meetings that are proactive.
  - b. Conduct seasonal training and maintain a copy of your lesson plans and attendance rosters.
  - c. Conduct monthly safety inspections in the billets and work areas. I will recognize individuals whose outstanding actions eliminate an unsafe condition. Make your recommendations to the First Sergeant.
  - d. Inspect privately owned vehicles before long weekends and holidays. If a vehicle does not pass, ensure compliance quickly. Do not inspect the cars the day the before a long holiday begins. Inspect a week before, allowing the soldier the opportunity to repair the car, as needed.

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SUBJECT: Command Policy Letter #8 - Safety

- e. Investigate all vehicle accidents. I will assess traffic points against individuals whose negligence caused a vehicle accident.
  - f. Prepare and forward the DA Form 285, Accident Investigation Report, within 3 working days to the Orderly room.
  - g. Ensure that our dispatch procedures include safety considerations such as condition of vehicle, experience of driver and duration of the mission.
  - h. Make safety risk assessment a component of all training, operations, and programs.
  - i. Each officer will include accident prevention/reporting as a performance objective on DA Form 67-8-1, OER Support Form.
4. I will not tolerate carelessness or indifference toward safety. Anyone who sees an unsafe act or conditions must take immediate action to correct the situation. The only way to make this work is to aggressively, deliberately, and continually, assess the safety posture of your organization.
5. Commanders have the ultimate responsibility to ensure our personnel work and live in a safe environment. Undisciplined behavior never corrects itself. All leaders must care enough to take action against violations established safety procedures or deviations from established safety practices.
6. Take care of each other. Safety First!

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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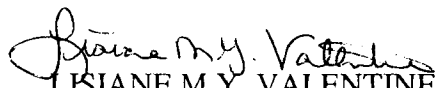
AEUPE-TRC (310-2d)

26 June 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #9 – Suicide Prevention

1. Reference: USAREUR Regulation 600-70, USAREUR Suicide Prevention Program, dated 30 Oct 86.
2. I am firmly committed to supporting the Army's goal of minimizing the incidents of suicide. I encourage all supervisors to create a supportive and responsive environment.
3. All key leadership in the company must be intimately familiar with the following agencies in their military community that provide support and training in suicide prevention activities:
  - a. Mental Health Clinic
  - b. Chaplain
  - c. Security/Military Police Unit
  - d. Family Support Center/ACS
  - e. Crisis Hotline
4. The Training Officer, Mr. Purkhiser, will schedule periodic stress management and suicide prevention classes, courses or orientation that inform our soldiers on the adverse impacts of stress management and on ways to cope with stress.
5. Knowing our soldiers, their families and their problems, and offering our help is important. Providing assistance to those in need, through the chain of command or by support agencies, is essential to ensuring a healthy environment for our soldiers to work and socialize.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



## DEPARTMENT OF THE ARMY

64th Replacement Company  
APO AE 09050

REPLY TO  
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AEUPE-TRC (310-2d)

8 July 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #11 – Internal Control

1. The Federal Manager's Financial Integrity Act of 1982 and 1st Personnel Command implanting guidance requires that we established and evaluate internal control programs. The basic concept of internal control is to review and evaluate the methods and procedures we employ in ensuring that the use of resources entrusted to our care are consistent with laws, regulations and policies. We must further ensure that these resources are safeguards against waste, fraud, abuse, loss and misuse.
2. Supervisors at all levels share the responsibility for internal controls. However, the ultimate responsibility for implementing these controls rests with the key leaders of this company. Internal controls should not be looked upon as separate specialized system within your section or activity. They should be recognized as an integral part of each Standard Operating Procedure to carry our daily missions.
3. The scope of our Internal Control Program is to look at each major functional area such as funds, personnel, property, system security, and replacement processing. We then ensure that controls are established for accountability and validity of programs and procedures in each one of those functional areas.
4. The approach to the Internal Control Program development consists of each leader identifying potential validation of those assessments by the Company Commander. The next step is to determine and use those existing controls and then develop and implement those controls that do not exist. The final step in developing the Internal Control Program is to document those required controls in company Standard Operating Procedures and to ensure compliance. This is a continuing process.
5. The following major risks have been determined to be critical to the mission of this Company:
  - a. Fraud/Abuse of AER Funds. Proponent: Orderly Room.
  - b. Waste/Fraud of Funds. Proponent: Supply.

c. Safeguarding/Property. Proponent: All Leaders.

d. Nonavailability/Loss of Property. Proponent: Supply.

e. Improper Vehicle Usage. Proponent: Maintenance.

6. Additional risks determined to be valid by section Chiefs:

Company Headquarters

Weapons Security

CQ Functions

POV Inspection

Meal Card Control

Ration Card Control

Leave Control

Vehicle Licensing, Dispatching

Arms Room Security

Physical Security

Key Control

Replacement Operations

MACOM Control of Assignments

ADP Operations Sabotage

Invalid Commercial Bus Charges

Processing and Movement

Lost Baggage

Dining Facility

Headcounter Operations/Records

Cash Meal Payments

Food Account Status

Food Preparation/Evaluation

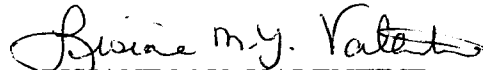
Sanitation

7. Section chiefs will ensure that all majors risks deemed critical by the Company Commander and those determined to be valid by their section be documented in Standard Operating Procedures and implemented to ensure that controls mechanism reduce/minimize the risks. Proponent for SOP checklist will review 10% of the completed checklist on a weekly basis to validate internal controls. Supervisors of proponents will validate 10% of the internal Control Checklists on a monthly basis.

AEUPE-TRC (310-2d)

SUBJECT: Command Policy Letter #11 – Internal Control

8. Section chiefs should use all existing checklists required and develop additional checklist as necessary to ensure that the Internal Control Program is effectively carried out.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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**64th Replacement Company  
PSC 5, Box 700  
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**AEUPE-TRC (310-2d)**

**6 November 2003**

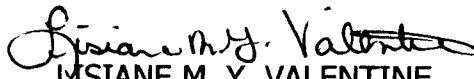
**MEMORANDUM FOR All Assigned or Attached Personnel**

**SUBJECT: Command Policy Letter #12 – Physical Fitness Incentive Program**

1. Effective immediately, the following physical fitness training incentives will be awarded to soldiers in the unit based on their individual performance.

- 270 and above receive the APFT fitness badge, 3-day pass and 1st PERSCOM Certificate.
- 290 to 300, PT on his/her own, APFT fitness badge, 4-day pass and 1st PERSCOM Certificate.

2. Soldiers must maintain a score of 290 or above on the diagnostic or record APFT to continue in the PT on their own incentive program.

  
**MSIANE M. Y. VALENTINE**  
MAJ, AG  
Commanding





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DEPARTMENT OF THE ARMY  
64th Replacement Company  
APO AE 09050

AEUPE-TRC (310-2d)

16 September 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #13 – Reenlistment Incentive

1. The commander's reenlistment incentives, beyond those offered inherently and contractually are established as follows:

a. First Term Soldiers:

- (1) Four Day Pass – Coordinated through the section
- (2) Thirty days off Duty Roster if applicable

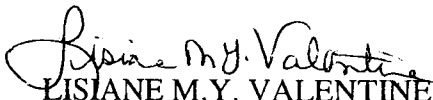
b. Mid Careerist:

- (1) Four Day Pass – Coordinated through section.
- (2) Thirty days off Duty Roster if applicable.

c. Careerist:

- (1) Three Days Pass – coordinated through section.

2. The Company Reenlistment NCO is SSG Ortiz at DSN 330-6115. The Company reenlistment officer is the undersigned at DSN 330-7321/7322.

  
LISIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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**DEPARTMENT OF THE ARMY**

**64th Replacement Company**

**PSC 5, Box 700**

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**AEUPE-TRC (310-2d)**

**6 November 2003**

**MEMORANDUM FOR All Assigned or Attached Personnel**

**SUBJECT: Command Policy Letter #14 – Leaves and Passes**

**1. Sign out/in procedures are as follows:**

a. Soldiers may sign-out on leave telephonically by calling the CQ desk, however they must sign-out prior to first formation, 0630 on the day leave commences.

b. Soldiers terminating leave may also call the CQ desk to sign-in telephonically, however they must sign-in no later than 2400 on the day leave terminates.

This requirement in no way precludes soldiers from signing in/out in person.

**2. Soldiers will be physically present in the local area (i.e. on post, duty station or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave.**

**3. Any soldier who delays commencement of his/her leave or cancels leave must immediately notify PAC personnel and his/her supervisor.**

**4. Leave in conjunction with a pass will not be authorized per Army Regulation.**

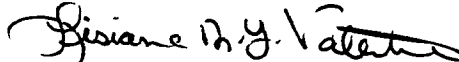
**5. Pass requests must be in accordance with these provisions. Sign-out and sign-in procedures for passes are the same as for ordinary leave.**

**6. Prior to soldier being approved for leave, he/she must have attended AT/FP Level I training within the last year.**

AEUPE-TRC (310-2d)

SUBJECT: Command Policy Letter #14- Leaves and Passes

7. Soldiers and civilians will be provided maximum opportunity to take leave. This will preclude anyone from losing leave at the end of the fiscal year. To facilitate this, Section Sergeants and Supervisors will present a quarterly leave plan.

  
LISIANE M. Y. VALENTINE  
MAJ, AG  
Commanding



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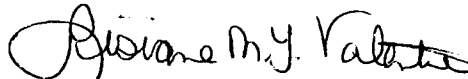
AEUPE-TRC (310-2d)

16 September 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy letter #15 – Weapons and Ammunition

1. Weapons and ammunition will not be brought into the Dining facility. Weapons can be stored in the OJF waiting room (Bldg 368, DSN 330-6197) or the arms room located in Bldg 369.
2. The only exception to this policy letter is the Security Police.
3. Point of contact is SFC Walker at DSN 330-6109/7457.

  
LSIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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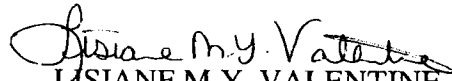
AEUPE-TRC (310-2d)

16 September 2002

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #16 – Military Phone Use

1. Military telephones are for official business. Personal calls to families may be made from military phones, but should be kept to a minimum. Soldiers contacting their duty section may use the military telephone line provided for that purpose. There is a military telephone located at Building 369 and Building 371 and may be used to call anywhere on the installation.
2. Official calls to off base, after duty hours, must be made through the Staff Duty NCO (SDNCO) located at the Building 371. The SDNCO must authorize the call and is responsible for ensuring it is official. The SDNCO will not accept personal calls. Personnel on duty will refer the caller to the proper telephone numbers.
3. Misuse of military telephones can result in re-payment by the user and is punishable under the Uniform Code of Military Justice.

  
LSIANE M.Y. VALENTINE  
MAJ, AG  
Commanding



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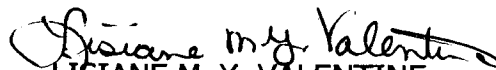
**AEUPE-TRC (310-2d)**

**6 November 2003**

**MEMORANDUM FOR All Assigned or Attached Personnel**

**SUBJECT: Command Policy Letter #17 – Off-Duty Employment**

1. Off-duty employment is authorized for soldiers in this unit, however, it must not conflict with mission requirements of the duty section. The following procedures are effective immediately:
  - a. Forward memorandum requesting off-duty employment through your immediate supervisor and then to the 1SG prior to starting off-duty employment.
  - b. If approval is recommended by the 1SG, he/she will forward the request to the Commander for approval/disapproval.
  - c. If the commander approves your request, the orderly room will retain one copy in unit files and the soldier will take the original to the desired place of off-duty employment.
  - d. If off-duty employment is acquired, inform your immediate supervisor and the 1SG on your projected work schedule.
2. The Commander reserves the right to terminate off-duty employment, if a conflict occurs with the mission requirements. Mission must be first priority.
3. Failure to comply with the standard will result in disapproval of any future requests for off-duty employment and termination of current off-duty employment.

  
**LISIANE M. Y. VALENTINE**  
MAJ, AG  
Commanding



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**AEUPE-TRC (310-2d)**

**6 November 2003**

**MEMORANDUM FOR All Assigned or Attached Personnel**

**SUBJECT: Command Policy Letter #19 – Appropriate Entertainment Media**

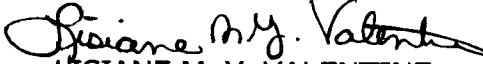
1. I am firmly committed to suitable entertainment media in public areas. It reflects the values of the Army and this command. Therefore, the following entertainment media will not be kept or viewed in public areas of the 64th Replacement Company.

a. Video recordings with a rating of R or NC-17 or any other videos deemed inappropriate.

b. Pornographic magazines or materials.

c. Literature promoting drug use or discrimination of any kind. This includes the viewing of the videos while on CQ.

2. I expect all members of this command to follow this policy to promote appropriate entertainment media.

  
LISIANE M. Y. VALENTINE  
MAJ, AG  
Commanding



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PSC 5, Box 700

APO AE 09050

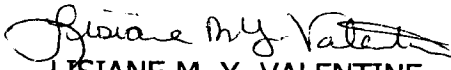
AEUPE-TRC (310-2d)

30 Sep 03

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #20 – Reimbursement for Official Travel Using POV

1. Members of this command are required to use military transportation for official travel. In the event government transportation is not available, soldiers must seek approval from the Commander, First Sergeant, or Executive Officer **prior** to using a POV, especially if reimbursement for travel is going to be sought. Be advised that in these situations soldiers are authorized reimbursement when use of POV is approved.
2. When requesting permission to use POV because of unavailability of government vehicle, soldiers will submit the company approved request form to their supervisor, to verify travel is official. Once the supervisor certifies its legitimacy the soldier will hand carry the request form to supply who will certify a GOV is not available. The soldier will then hand carry the form to the Commander, First Sergeant, or Executive Officer for final approval.
3. When travel is complete, soldiers have **3 work days** to apply for reimbursement for travel. A copy of the request for approving use of POV must also be attached. PAC personnel will ensure a copy of the request form is maintained.

  
LISIANE M. Y. VALENTINE  
MAJ, AG  
Commanding





REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**

**64th Replacement Company**

**PSC 5, Box 700**

**APO AE 09050**

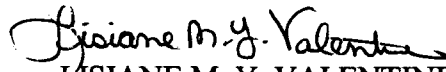
AEUPE-TRC (310-2d)

6 November 2003

MEMORANDUM FOR All Assigned or Attached Personnel

SUBJECT: Command Policy Letter #21 – Regarding Headgear

1. The wear of any headgear within 64th Replacement Company facilities is prohibited unless a soldier is carrying a weapon in uniform. These are government facilities and it is proper protocol to remove headgear when inside a building.
2. Point of Contact for this action is the undersigned at DSN 330-7321/7322.

  
ESIANE M. Y. VALENTINE  
MAJ, AG  
Commanding